

Gayle Cotton, Keynote Speaker & Emmy Award Winner



TOPIC TITLE: Time Mastery & Stress Management: 1440 Minutes ...Use It or Lose It!

TOPIC LENGTH: 30-90 Minutes (Customization is available)

TOPIC DESCRIPTION: Time is like a bank, but *who* manages the 'Time Bank'? Is it you, or is it time? Everyone gets the same 60 seconds a minute, 60 minutes an hour, 24 hours a day, and 365 days a year. Every morning we are *credited* with 480 minutes in an 8-hour workday, and 1,440 minutes every 24 hours. Each night what we don't invest in good purpose is written off as a loss! How can we hope to gain effectiveness in managing *ourselves* and our precious credit of daily minutes? Time Mastery & Stress Management will help you better understand your habits of *self-management* and to develop strategies to *maximize* time and *minimize* stress. This lively, interactive topic can make the difference between being in the red or the black of the *time bank*... and your *health*. Are you 'in time', 'on time,' or 'out of time'? Learn to manage distractions and prioritize what is important to do now. This is especially important when working in a demanding environment or virtually from home.

- **Awareness Is the First Step:** Who Is Robbing Your Time Bank?
- **Time Mastery:** Are You the Master of Time, or Is Time the Master of You?
- **Develop Strategies:** To Organize, Plan, Minimize, and Eliminate
- **Stress Management:** Maximize *Healthy* Stress and Minimize *Unhealthy* Stress
- **Top 20 Tips:** For Time Mastery and Stress Management

ABOUT GAYLE:

Gayle Cotton is a National Emmy Award Winner and the author of the Bestselling Book, 'SAY Anything to Anyone, Anywhere! 5 Keys to Successful Cross-Cultural Communication'. She offers powerful, insightful, and inspirational presentations for conventions, conferences, and corporate events around the world. She is President of Circles Of Excellence Inc., and a distinguished keynote speaker and executive coach. She has presented for the United Nations, World Governments, and more than 50 Fortune 500 companies around the world. She has been featured on numerous TV shows including NBC News, BBC News, Good Morning America, PM Magazine, Pacific Report, and PBS. Gayle has the distinction of being the first American accepted as a member in the European Association of Marketing and Sales Experts and is a Certified Expert in the Executive Foundation for International Communication. She is a Faculty Resource for Young Presidents' Organization (YPO) and Entrepreneurs' Organization (EO).

An internationally recognized authority on Cultural Science, Gayle educates, entertains, and inspires audiences with her fresh and unique approach. Giving new meaning to the concept of creativity and productivity, she is on the leading edge of business communication. She has won the respect of World Leaders, Ambassadors, and Executives around the world that turn to her for her expertise on global cultures and international business. Her vast experience living and working abroad has made her a 'first choice' request for international audiences!

Gayle travels world-wide from business bases in the U.S. and Switzerland. She presents on the topics of Cross-Cultural Communication, Diversity, Interpersonal Communication, Executive Leadership, Presentation Skills, Sales and Negotiations, Teambuilding, and Time Management.